MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT

The Board of Supervisors of the East Nassau Stewardship District held a Regular Meeting on April 17, 2025 at 10:30 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present:

Mike Hahaj	Chair
Tommy Jinks	Vice Chair
Allison Groomes	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Felix Rodriguez	Wrathell, Hunt and Associates, LLC
Michelle Rigoni	District Counsel
Zach Brecht	District Engineer
Carol Brown	Landowner Representative
Todd Haskett	CCMC
Terrence Adams	Vallencourt

FIRST ORDER OF BUSINESS **Call to Order**

Mr. Torres called the meeting to order at 10:31 a.m.

SECOND ORDER OF BUSINESS **Roll Call**

Supervisors Hahaj, Jinks and Groomes were present. Supervisors Northrup and Fancher were absent.

THIRD ORDER OF BUSINESS **Chairman's Opening Remarks**

Mr. Hahaj thanked everyone in attendance for their presence at the meeting.

FOURTH ORDER OF BUSINESS **Public Comments (limited to 3 minutes per person to any members of the public desiring to speak on a specific agenda item)**

No members of the public spoke.

- **Review of Riverbluff Parkway Phase II and III Proposals**

This item, previously the Eighth Order of Business, was presented out of order.

A. Respondents

I. A J Johns

II. JB Coxwell

III. Vallencourt

Mr. Brecht distributed the scoring criteria and bid spreadsheet to the Board.

Ms. Rigoni stated all three respondents failed to meet an aspect of the RFP submittal requirements of the project documents. JB Coxwell missed the mandatory pre-proposal meeting, AJ Johns failed to submit a bid bond and Vallencourt failed to submit a subcontractor's list. The Board has the ability to grade those variations. If the Board would like to consider the bids, Ms. Rigoni recommended waiving all the errors/variations.

B. Board Discussion and Evaluation /Ranking

Mr. Brecht stated that three proposals were received for the construction of the four-lane thruway of the Phase II and III Riverbluff Parkway Project. He discussed the bid opening meeting and stated Staff examined each proposal to make sure the required documents were included in the packets. He reviewed the completed and recommended scoring and a summary of proposer bid sheets, which provide a good cost comparison for each of the line items. Mr. Brecht stated, based on the preliminary scoring that he completed, the recommendation is to award the construction contract to Vallencourt.

Mr. Jinks recommended and the Boar agreed to waiving the missing items for all three proposers and to proceed in review and ranking. Board also agreed to review and rank together for one aggregated scoring sheet.

A Board member asked why a list of subcontractors was not included in the Vallencourt proposal packet. Mr. Terrence Adams, of Vallencourt, stated the majority of Vallencourt's projects do not need subcontractors because the company has added clearing and concrete paving and flat work to its capabilities, especially since it recently purchased a concrete company that used to service several area communities. The only subcontractors that Vallencourt uses are companies that do timber and roadway striping and signs.

Discussion ensued regarding the impact of price fluctuations, accepting the scoresheet and rankings, how helpful it is that a Vallencourt representative is in attendance and the importance of the schedule component in evaluating the respondents.

On MOTION by Ms. Groomes and seconded by Mr. Jinks, with all in favor, waiving the deficiencies in all three of the proposal packets, was approved.

On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, accepting the District Engineer's recommended scores and ranking as the Board's own scores and ranking, was approved.

On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, ranking Vallencourt as the #1 ranked respondent, with a score of 79.3; ranking AJ Johns #2, with a score of 78.3; and ranking JB Coxwell #3, with a score of 77.9; awarding the Riverbluff Parkway Phase II and III RFP Contract to Vallencourt; authorizing Staff to work on the award of Agreement; and authorizing the Chair or Vice Chair to execute, was approved.

FIFTH ORDER OF BUSINESS **Consent Agenda**

Mr. Torres presented the following:

A. Acceptance of Unaudited Financial Statements as of February 28, 2025

B. Approval of February 20, 2025 Regular Meeting Minutes

C. Ratification Items

I. Release of Collateral Assignment and Assumption of Development Rights for Certain Identified Property (PDP#4 Series 2024 Project) (Related to Park Donation to Nassau County)

II. Partial Release of Declaration of Consent to Jurisdiction of the East Nassau Stewardship District and to Imposition of Series 2024 Special Assessments (Related to Park Donation to Nassau County)

III. Partial Release of True-Up Agreement Series 2024 Special Assessments (Related to Park Donation to Nassau County)

IV. Nassau County, Florida First Amendment to East Nassau Community Planning Area Mobility Improvement Reservation Agreement [Portion of Curiosity Avenue]

V. Wildlight LLC Personnel Leasing Agreement

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the Unaudited Financial Statements as of February 28, 2025 were accepted; and the February 20, 2025, Regular Meeting Minutes, as presented, were approved; and the Release of Collateral Assignment and Assumption of Development Rights for Certain Identified Property (PDP#4 Series 2024 Project) (Related to Park Donation to Nassau County); the Partial Release of Declaration of Consent to Jurisdiction of the East Nassau Stewardship District and to Imposition of Series 2024 Special Assessments (Related to Park Donation to Nassau County); the Partial Release of True-Up Agreement Series 2024 Special Assessments (Related to Park Donation to Nassau County); the Nassau County, Florida First Amendment to East Nassau Community Planning Area Mobility Improvement Reservation Agreement [Portion of Curiosity Avenue]; and the Wildlight LLC Personnel Leasing Agreement, were ratified.

SIXTH ORDER OF BUSINESS **Consideration of License Agreement with Wildlight LLC for and on Behalf of UF/IFAS for Conservation Area Observation Program**

Mr. Torres presented the License Agreement with Wildlight LLC for and on Behalf of UF/IFAS for the Conservation Area Observation Program.

Ms. Rigoni stated UF has a local arm near the District that conducts research and community outreach programs. They contacted the Developer for permission to install a few cameras within the conservation areas to observe wildlife within the preserves. Given that the preserves are District-owned, are areas that are generally not to be disturbed and must be maintained as per current requirements, Staff thought it best to prepare a License Agreement to give control of the program to the Developer, so the Developer can work with the local UF Department to review the camera footage that is uploaded on UF's website and generally be responsible for administration of the program. She discussed camera location and how public records requests would be handled and asked for Board approval, in substantial form, and to authorize Ms. Northrup to execute.

Discussion ensued regarding the License Agreement, easement requirements, camera setup and maintenance, egress and ingress access and if the photos will be filtered.

On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, the License Agreement with Wildlight LLC for and on Behalf of UF/IFAS for Conservation Area Observation Program, in substantial form, and authorizing Ms. Northrup to execute the final form of Agreement, was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-13, Setting a Policy Regarding Easement Encroachment Requests and Providing for Severability and Effective Date**

Mr. Torres presented Resolution 2025-13. This is for the fence encroachment policy.

Ms. Rigoni stated, per the Board's direction, Staff prepared a Fence Encroachment Policy, essentially allowing fence installations within the District's drainage easements only, on a first-come first-serve basis, within a term. The Policy requires the property owner seeking the variance to install a fence within the drainage easement to submit an application to the residential association, which is a private covenant requirement; and, at the same time, submit an application to the District so the District can review the information to make sure it does not affect the District's drainage easement and its improvements. Most of the District's review will be performed by Mr. Brecht and there will also be minimal legal review costs. The Board has the option to review and set application fees, if any, to set and the term limits of the Easement Agreement.

Asked if the fees should be put forth in a public hearing to update the fee schedule, Ms. Rigoni replied affirmatively; the Board needs to decide on the maximum fees today for noticing purposes. She recommended setting the fees higher, rather than lower, to facilitate future fee revisions.

Ms. Brown stated the Association currently does not have application fees; however, the Association Board has been discussing this because the community is growing and the time involved in dealing with the applications. The Association feels that, with regard to the drainage easement application, a fee would not be levied on its residents; rather, it would only be for those in the Stewardship District. Ms. Brown urged the Board to consider absorbing some of the financial burden of the tenant application for a fence.

Discussion ensued regarding setting a nominal fee, what the maximum fee should be, establishing a not to exceed amount, a flat fee, advertisement costs for the public hearing, recording fees, setting renewal terms and a public hearing date.

On MOTION by Ms. Groomes and seconded by Mr. Jinks, with all in favor, Resolution 2025-13, Setting a Policy Regarding Easement Encroachment Requests and Providing for Severability and Effective Date, was adopted.

On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, setting a fee in a not to exceed amount of $1,000 plus recording fees, setting a 10-year term, and setting a public hearing for June 25, 2025 at 11:00 a.m., was approved.

EIGHTH ORDER OF BUSINESS **Review of Riverbluff Parkway Phase II and III Proposals**

A. Respondents

I. A J Johns

II. JB Coxwell

III. Vallencourt

B. Board Discussion and Evaluation /Ranking

Ms. Rigoni stated that Items 8A and 8B were presented following the Fourth Order of Business.

C. Consideration of Resolution 2025-14, Regarding the Award of the Request for Proposals for Riverbluff Parkway Phases II and III; Providing a Severability Clause; and Providing an Effective Date

Mr. Torres presented Resolution 2025-14.

> **On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, Resolution 2025-14, Regarding the Award of the Request for Proposals for Riverbluff Parkway Phases II and III; Providing a Severability Clause; and Providing an Effective Date, was adopted, subject to incorporation of Board ranking..**

NINTH ORDER OF BUSINESS **Consideration of Acquisition of Portions of Wildlight Avenue, Crosstown Boulevard, Linger Longer Avenue, Landscape and Pond Improvements and Related Real Estate and Work Product (Wildlight PDP 3, Pod 4 South and Pod 5 North)**

Ms. Rigoni stated Staff received a request for a conveyance of improvements and land to from Developer for portions of Wildlight Avenue, Crosstown Boulevard, Linger Longer Avenue, and landscape improvements that the District constructed on portions of the Wildlight Extension. There are additional trail and landscape and irrigation improvements in and around landscaped Tracts PDP 3, Pod 4 South and Pod 5 North, along with stormwater pond improvements. All these improvements were within the Wildlight Village Phase 3 bonding project. Staff recommends authorization of the acquisition and adding not-to-exceed costs of $8.5 million for potential reimbursement of the improvements.

> **On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, authorizing the Acquisition of Portions of Wildlight Avenue, Crosstown Boulevard, Linger Longer Avenue, Landscape and Pond Improvements and Related Real Estate and Work Product related to Wildlight PDP 3, Pod 4 South and Pod 5 North at a not to exceed acquisition cost of $8.5 million, and authorizing Mr. Jinks to coordinate with Staff to finalize all documents, was approved.**

TENTH ORDER OF BUSINESS **Consideration of Third Amendment to the Interlocal Agreement for Landscape Maintenance of Certain County Road Rights of Way (additional Wildlight Avenue extension, Crosstown Boulevard, Linger Longer Avenue)**

Mr. Hahaj presented the Third Amendment to the Interlocal Agreement for Landscape Maintenance of Certain County Road Rights of Way related to additional Wildlight Avenue extension, Crosstown Boulevard and Linger Longer Avenue. He explained that the District is adding mobility roads for items related to the Maintenance Agreement with them through the Interlocal Agreement.

Ms. Rigoni recommended Board approval in substantial form to allow county attorney's review.

On MOTION by Mr. Jinks and seconded by Mr. Hahaj, with all in favor, the Third Amendment to the Interlocal Agreement for Landscape Maintenance of Certain County Road Rights of Way related to additional Wildlight Avenue extension, Crosstown Boulevard, and Linger Longer Avenue, in substantial form, was approved.

ELEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

Mr. Torres presented Resolution 2025-15. Mr. Hahaj stated this is for disaster relief purposes.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, Resolution 2025-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS **Consideration of Forms for Application for Mobility Fee Credit and Authorization to Apply for Mobility Fee Credit for Applicable Improvements [Riverbluff Parkway Phase 1]**

Ms. Rigoni presented the following:

A. Cover Letter to County for Submittal

B. Draft County Notification Letter Transmitting Request for Reimbursement to Nassau County Board of County Commissioners

C. Developer Consent to Submit to County

On MOTION by Ms. Groomes and seconded by Mr. Hahaj, with all in favor, the Cover Letter to County for Submittal, Draft County Notification Letter Transmitting Request for Reimbursement to Nassau County Board of County Commissioners and Developer Consent to Submit to County Forms for Application for Mobility Fee Credit and Authorization to Apply for Mobility Fee Credit for Applicable Improvements for Riverbluff Parkway Phase 1, all in substantial form, were approved.

THIRTEENTH ORDER OF BUSINESS **Consideration of Acquisition of Right-of-Way, Landscape, and Pond Tracts and Related Improvements**

This item was not addressed; it was mistakenly carried over from a prior meeting.

FOURTEENTH ORDER OF BUSINESS **Development Update/Staff Reports**

A. Developer Representative

B. District Counsel: Kutak Rock LLP

C. District Engineer: England-Thims & Miller, Inc

There were no reports from the Developer Representative, District Counsel or the District Engineer.

D. Field Operations: CCMC

Mr. Haskett presented the March 2025 Operations Report, and highlighted the following:

➢ The Greenery has become more responsive and cooperative. They created a new bi-weekly plan for plant health. Staff has observed vast improvement in the past few weeks. Staff will continue to meet with them to make sure they stay on track throughout the remainder of the contract.

➢ Staff is working on proposals for landscape and pond maintenance for Pod 4 South and the Wildlight Extension; these items will be presented at the next meeting.

E. District Manager: Wrathell, Hunt and Associates, LLC

Mr. Torres reported the following:

➢ Having Mr. Felix Rodriguez as part of the team has been very helpful. Staff is developing a better way of tracking tasks coming out of the meetings or in between meetings.

➢ Mr. Rodriguez will assist in presenting items and products to Ms. Brown, next week.

➢ Staff is updating a contractor's list and keeping up with all the certificates of insurance, agreement expiration dates, payment of the agreements, etc.

➢ Florida Power & Light (FPL): Staff will meet with FPL representatives tomorrow and seek guidance from the stakeholders as to where to apply for the reimbursement.

➢ The proposed Fiscal Year 2026 budget will be presented at the June 19, 2025 meeting. Mr. Torres will confer with Mr. Haskett and Ms. Brown when preparing the budget.

➢ The Fiscal Year 2026 budget will be adopted at the August 2025 meeting.

- **NEXT MEETING DATE: May 15, 2025 at 10:30 AM**
  - **QUORUM CHECK**

Mr. Torres stated that June 19th is a holiday so it is necessary to reschedule the June meeting.

The June 19, 2025 meeting will be rescheduled to June 25, 2025 at 11:00 a.m.

FIFTEENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board Member' comments or requests.

SIXTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

SEVENTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, the meeting adjourned at 11:43 a.m.

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Secretary/Assistant Secretary

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Chair/Vice Chair